



## Request for City Council Committee Action from the Information Technology Department

Date January 21, 2014

To: The Honorable John Quincy, Chair, Ways and Means Committee

Subject: Execute a Contract for Human Resources Information System Upgrade

Recommendation: Authorize proper City requests authorization for proper City officials to:

- Execute all necessary contract documents for the Human Resources Information System (HRIS) Upgrade with Advance Digital Systems for one year with a not-to-exceed amount of \$350,000
- Include option to renew up to one additional year

Prepared by Barb Malinski, Contract Administrator, 673-3249

Submitted by Otto Doll , 673-3633  
Chief Information Officer

Approved by Paul Aasen \_\_\_\_\_  
City Coordinator

Presenter in Committee Otto Doll

Policy Review Group ☒ Not Applicable

Permanent Review Committee (PRC) ☒ Not Applicable

### Prior Related Directives:

- November 1, 2013 – Authorization to issue a Request for Proposal for the Human Resources Information System (HRIS) Upgrade as part of the Enterprise Resource Planning Program.
- December 13, 2013 – Authorization to execute contracts with vendors to provide professional services relating to the HRIS Upgrade project

**Financial Impact:** None. No additional appropriation is required.

### Financial Impact (Check those that apply)

- ☒ No financial impact (If checked, go directly to Background/Supporting Information)
- ☐ Action requires an appropriation increase to the Capital Budget

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | Action requires an appropriation increase to the Operating Budget                   |
| <input type="checkbox"/>            | Action provides increased revenue for appropriation increase                        |
| <input checked="" type="checkbox"/> | Request provided to department's finance contact prior to the Committee Coordinator |

### **Background/Supporting Information**

The City of Minneapolis has begun an Enterprise Resources Planning Program to upgrade and improve the City's Human Resources Information System (HRIS) and Financial System (COMPASS) along with the related reporting systems. The upgrade will provide better system support, more functionality and efficiencies for the City, and will allow better integration with the City's financial and reporting systems.

The City released a Request for Proposals (RFP) on November 5, 2013 for professional services to implement the HRIS upgrade. The RFP was structured to solicit technical and functional expertise in eight areas based on the overall project scope and system integration requirements. A total of 24 vendors responded to the RFP and the proposals have been reviewed by the City evaluation team.

Currently, IT has executed contracts with three vendors for the HRIS Upgrade as a result of the RFP process, and is seeking approval to establish a contract with Advance Digital Systems as the PeopleSoft Time & Labor Functional Lead. As the project progresses, IT will request City Council approval for additional contracts resulting from the RFP process as needed.

### **Request for Approval**

IT requests authorization for proper City officials to:

- a. Execute all necessary contract documents for the HRIS Upgrade with Advance Digital Systems for one year with a not-to-exceed amount of \$350,000
- b. Include option to renew up to one additional year

The funding for these contracts is covered within the HRIS upgrade project budget. No additional appropriation is required.